

Submittal of Preliminary Plat - 17 sets

06/01/2007

Each set to contain all of the following:

- ☐ 1 (17) Drawings, folded to 10x12 or smaller
- ☐ 2 (17) Letter of requests, stating any waivers (one checklist paper clipped to each drawing)
- ☐ 3 (17) Preliminary Plat checklists (one checklist paper clipped to each drawing) (to be completed by applicant in full) (omission of any required items may cause postponement or refusal)

Title Block to include:

- ☐ 4 Title "Preliminary Plat"
- ☐ 5 Name of subdivision
- ☐ 6 Lot and block numbers
- ☐ 7 Date of drawing

Required Items on all Preliminary Plats

- ☐ 8 Graphic scale
- ☐ 9 North arrow
- ☐ 10 Legal description
- ☐ 11 Vicinity map
- ☐ 12 Engineers / Surveyors name and address
- ☐ 13 Developers name and address
- ☐ 14 Owners name and address
- ☐ 15 Names of abutting subdivisions/owners
- ☐ 16 Street names
- ☐ 17 Street centerlines with right-of-way widths
- ☐ 18 Boundary lines with dimensions
- ☐ 19 Utility easements
- ☐ 20 Building setbacks
- ☐ 21 Section corners or other monuments

- ☐ 22 Zoning within and around plat
- ☐ 23 FEMA Panel Number with 100 year elevation
- ☐ 24 Flood Plain / wetlands contours
- ☐ 25 Area in acres on each lot
- ☐ 26 Total acreage of subdivision
- ☐ 27 Contour Intervals
- ☐ 28 Preliminary Engineers Certificate
- ☐ 29 Preliminary Surveyors Certificate
- ☐ 30 Preliminary Plat Approval Certificate

Required Items if applicable:

- ☐ 32 Municipal, County or Section lines
- ☐ 33 Phase map, if staging is planned
- ☐ 34 Storm water detention easement
- ☐ 35 Other easements _____
- ☐ 36 Natural features
- ☐ 37 Cultural features
- ☐ 38 Linear feet of new streets

Preliminary Plat Fees

Inside the City

less than 10 acres =\$100
plus \$1 per lot
more than 10 acres = \$200
plus \$2 per lot

Outside the City

less than 10 acres =\$150
plus \$1 per lot
more than 10 acres = \$300
plus \$2 per lot